

# STATE OF COLORADO

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Colorado Department  
of Public Health  
and Environment

## \*\*\*CDPHE-CACFP PROCEDURE MEMO FDCH-#11-10\*\*\*

**DATE:** April 2011

**TO:** Directors of FDCH Sponsors

**FROM:** Lynne Torpy, R.D., Director  
Colorado Department of Public Health and Environment  
Child and Adult Care Food Program (CDPHE-CACFP)

**SUBJECT: FDCH 2011 Sponsor Manual Revisions**

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Attached is a copy of the 2011 Sponsor Manual with highlighted changes and a copy without the highlighted changes. The Sponsor Manual has been revised to incorporate written policy changes that have been implemented since the 2007 edition was published and includes the most recent guidance received from USDA after the Child Nutrition Reauthorization Act of 2010-Healthy Hunger-Free Kids Act was passed by Congress and signed by President Obama. A CD of the 2011 edition has been sent by regular mail and is now posted on the CDPHE-CACFP website, <http://www.cdphe.state.co.us/ps/cacfp/> under the Family Day Care Home tab.

Revisions of the 2011 Sponsor Manual include the following:

### **Section 2, Sponsor Responsibilities was revised to include the following:**

- The Civil Rights section was revised to include the annual civil rights training requirement.
- The Provider Enrollment Procedures was revised to add a clarification on the expiration date of military licenses; a guidance on the use of the Colorado Department of Human Services (CDHS) new Reports of Inspections and the Open List when completing the provider application upload; a clarification of the CACFP start date in Minute Menu and the effective date of provider agreements in the CACFP web-based system; and the title "Providers Who Reactivate," was added for clarification.
- A statement was added under "Overcapacity," to clarify that providers continued lack of compliance with the licensing regulation must be done in coordination with CDHS.
- Civil Rights was added as part of the required training for Sponsor staff.

- A clarification on the use of the previous month's records was incorporated under the Five-day Record Reconciliation.
- The Program Integrity section was revised to include the guidance provided in the CDPHE-CACFP Procedure Memo FDCH 10-07- Revised Procedures for the FDCH Correction of Serious Deficiencies.

**Section 3, Provider Responsibility was revised to include the following:**

- The Licensing Requirements were revised to include the guidance on the use of the CDHS new Reports of Inspections and the Open List when completing the provider application upload.
- Under Residential Child Care, the Healthy Hunger-Free Kids Act of 2010 provisions for the categorical eligibility of foster children was incorporated.
- The section informing Sponsors of Changes that Affect CACFP participation was revised to add change of address and change of name.
- The Completion of Training section was revised to include the civil rights training.
- The Program Integrity section was revised to include the guidance provided in the CDPHE-CACFP Procedure Memo FDCH 10-07- Revised Procedures for the FDCH Correction of Serious Deficiencies.

**Section 5, Reimbursement Meals Served in Family Day Care Homes was revised to include the following:**

- The guidance from CDPHE-CACFP Procedure Memo FDCH-11-02-Reauthorization and Area Eligibility for Family Day Care Homes which includes the provisions of the Healthy Hunger-Free Kids Act of 2010 to include middle schools and high schools in addition to elementary schools when making area eligibility determination for Tier I meal reimbursement.
- Section 5 was revised throughout the text to incorporate guidance from CDPHE-CACFP Procedure Memo FDCH 10-06- Extending Categorical Eligibility for Free Meals to TANF Household Members; CDPHE-CACFP Procedure Memo FDCH 11-06 Categorical Eligibility for Foster Children; and CDPHE-CACFP Procedure Memo FDCH 11-07-Privacy Protection and the Use of Social Security Numbers in the CACFP as mandated by the provisions of the Healthy Hunger-Free Kids Act of 2010.
- The name of the Food Stamp program has been replaced with the new name, the Supplemental Nutrition Assistance Program (SNAP).

**Section 6, Program Payments was revised to include the following:**

- The section Submission Deadlines was revised to clarify that claims for reimbursement of administrative expenses are not subject to the 60/90 day time frames.

- The section Outstanding Provider Payments was revised to clarify the preferred method to return funds to CDPHE-CACFP and the required documentation that must be kept on file. In addition, this section was revised to include the procedures that must be followed in those instances when providers request a replacement check to be issued by the Sponsor.
- The term “Commodity Foods” has been replaced with the new name, USDA foods.

Beginning in 2012, CDPHE-CACFP will update the Sponsor’s Manual by making updates to the sections affected by policy changes each year. If Sponsors note any errors, discrepancies, or omissions please contact Gilda Barsallo at (303) 692-2337 or by e-mail at [Gilda.Barsallo@state.co.us](mailto:Gilda.Barsallo@state.co.us), so that the corrections can be made on future revisions.

The CDPHE-CACFP staff would like to acknowledge Laura McCabe, KidCare Nutrition Director for reviewing the draft of the Sponsor Manual and for providing valuable feedback to complete the 2011 Sponsor Manual.

Please contact the CDPHE-CACFP office if you have any question.